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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

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DEPARTMENT OF AGRICULTURE

January 20, 1943

PERSONNEL DIVISION MEMORANDUM NO. 8
Supplement No. 4

To: Branch and Division Chiefs and Regional Administrators

From: Frederick C. McMillen, Chief, Personnel Division

Subject: Leave and Hours of Duty

- I. Public Law 806, 77th Congress, approved December 17, 1942, amends the act approved March 14, 1936 entitled "An Act to provide for vacations for government employees and for other purposes", and reads as follows:

"Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the first sentence in section 1 of the Act of March 14, 1936 (49 Stat. 1161), is hereby amended by adding the following proviso: ": Provided further, That during the national emergency declared by the President of the United States on September 8, 1939, the leave unused by the employees of the departments, independent establishments, and agencies, not in other form commuted or compensated, shall be accumulated for succeeding years until it totals not exceeding ninety days: And provided further, That when the unused leave accumulated equals or exceeds sixty days in the aggregate, not more than fifteen days of unused leave may be further accumulated in any one calendar year".

This amendment to the annual leave law has been interpreted to mean that effective January 1, an employee may carry over annual leave not to exceed seventy-five days instead of sixty days, as provided for under the original statute; and not more than ninety days may be carried over from the calendar year 1943 to the calendar year 1944.

- II. Personnel Circular 108 (Revision II) provides that effective December 24, 1942 all employees of the Department of Agriculture will be required to perform forty-eight hours service a week Monday through Saturday (six days of eight hours each). This change in the hours of duty will require that all leave on Saturdays be computed on the basis of a full day of eight hours rather than on the basis of four hours. This change in the hours of duty will likewise affect the

charging of sick leave. Copies of Personnel Circular 108 (Revision II) have already been distributed to the Branches and Divisions and Regional offices.

- III. Senate Joint Resolution 170, 77th Congress, provides in Section 3 thereof that the provisions of the Saturday half holiday law of March 3, 1931 are suspended for the period during which the joint resolution is in effect, namely until April 30, 1943 or such earlier date as Congress may later prescribe. This suspension of the Saturday half holiday law will make it unnecessary to maintain overtime records for service performed on Saturday afternoons. Likewise, it will not be possible to grant compensatory leave for work performed in excess of four hours on Saturday in view of the overtime compensation authorized by Senate Joint Resolution 170.

Frederick P. McMillen

Chief, Personnel Division